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RS-M-9

10 February 1954

REFERENCE SUBCOMMITTEE OF THE ADVISORY COMMITTEE ON FOREIGN
LANGUAGE PUBLICATIONS.

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Minutes of meeting held in the CIA Library, [REDACTED]
Washington, D. C., OCD Conference Room. 1000-1145 hours.

PRESENT:

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[REDACTED] CIA Librarian, Chairman.
[REDACTED] CIA Library, Secretary
[REDACTED] CIA

[REDACTED] CIA
Mr. Lewis M. Bright, IR, State
Mr. Arthur B. Berthold, IR, State
Mrs. Katharine C. Walford, ONI
Mr. Walter E. Larson, ONI
Mr. W. R. Hudson, ONI
Lt. Col. G. G. Maxfield, Doc. Ly., G-2
Miss Monica H. Kaech, Doc. Ly., G-2

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[REDACTED]

Approval of Minutes.

1. The minutes of the meeting of 13 January 1954 (RS-M-8)
were approved.

CIA Intelligence Subject Code.

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2. [REDACTED] reported that the new edition of the Intelligence
Subject Code had been received from the printer and was ready for
distribution. Subcommittee members should inform the Chairman of
the number of copies required for their use.

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Surveys of Library Resources.

3. The Reference Subcommittee endorsed the CIA Library bibliographical resources survey program as stated in Tab A, (CIA Library Resources Program, RS-D-1), and urges the full cooperation of all concerned in making specialized resources in the IAC accessible to intelligence research through authorized library channels.

Union Catalog of Soviet Monographs.

4. The procurement Subcommittee document entitled "Union Catalog of Soviet Monographs available to the IAC Agencies", PSC-D-4, 26 January 1954, referred to Reference Subcommittee for action recommended:

- a. That the Cyrillic Union Subject Catalog in the CIA Library be considered the central record of monographs of Soviet literature available to IAC Agencies.
Action: Approved by the Reference Subcommittee.
- b. That arrangements be made for other IAC Agencies to contribute cards to CIA's Cyrillic Union Subject Catalog as is now being done by CIA, State and G-2.
Action: Representatives of ONI, NSA and AFOIN will report on the feasibility of contributing cards to this Union Catalog.

Subject Headings for Intelligence.

5. The Procurement Subcommittee has suggested that the Reference Subcommittee study methods for adapting Library of Congress subject headings to reflect intelligence interests. The Reference Subcommittee will hear a presentation by the suggestor at the next meeting.

Coordinate Indexing

6. Dr. Theriault, NSA, described the experience of his group in using the coordinate indexing system during the past year. During the period 25,000 documents have been indexed under 4800 specific subject terms (in a limited phase of electronic engineering) by a staff of twenty-five. Each term is punched into a temporary IBM card with the accession number of the document concerned. After sorting by subject all entries pertaining to a given subject are entered on a subject register card which amounts to a list of accession numbers of pertinent documents. In addition to the subject register cards, 3 x 5 cards are prepared for author, title, accession number, report number, and contract number and are filed separately. The documents are filed by accession number.

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It was pointed out that this system is probably best suited to limited subject fields rather than broad coverage. In addition it makes possible the use of untrained personnel for the indexing operation. A document indexing program involving broad subject coverage might find coordinate indexing not suited to the job.

Reference Subcommittee - Organization and Responsibilities.

7. A statement outlining the organization and responsibilities of the Reference Subcommittee was submitted for consideration. After minor changes in wording it was accepted for submission to the NSCID-16 Advisory Committee on Foreign Language Publications for consideration as the statement of Reference Subcommittee responsibilities. (See Tab B)

Librarians of AEC and FBI.

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8. [REDACTED] suggested that the librarians of the IAC Agencies, the Atomic Energy Commission and the Federal Bureau of Investigation be invited to join the Reference Subcommittee.

Action: Approved. Invitations will be extended.

G-2 Interlibrary Loan Policy.

9. Col. Maxfield reported that a change in the G-2 Document Library interlibrary loan policy will result in the automatic cancellation of all requests for loans which are more than six months old. An official announcement will be sent to all libraries concerned.

10. The next meeting will be held on 17 March 1954 in the CIA Library, [REDACTED] OOD Conference Room, at 1000 hours.

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[REDACTED]
Secretary
Reference Subcommittee

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